

Message

From: Bailey, Marianne [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=83A7850B43B24C799352D21886C0AEDA-MBAILE03]
Sent: 10/23/2018 6:47:21 PM
To: Finman, Hodayah [Finman.Hodayah@epa.gov]; Besch, Brianna [besch.brianna@epa.gov]; Smith, Walker [Smith.Walker@epa.gov]
CC: MacDonald, Ted [MacDonald.Ted@epa.gov]
Subject: RE: Jane Briefing Memo and WHO AQ Conference
Attachments: Jane Briefing on WHO AQ Conference Delegation Meeting +mb.docx

Thanks for doing these. Just one comment on the 9am memo (whichever version you all decide to use) – in Purpose section adjust spelling of “summary”.

Same comment on the del meeting memo, plus additional edits attached. Thanks!

From: Finman, Hodayah
Sent: Tuesday, October 23, 2018 1:55 PM
To: Besch, Brianna <besch.brianna@epa.gov>; Smith, Walker <Smith.Walker@epa.gov>; Bailey, Marianne <Bailey.Marianne@epa.gov>
Cc: MacDonald, Ted <MacDonald.Ted@epa.gov>
Subject: RE: Jane Briefing Memo and WHO AQ Conference

Walker, Since there is no template for internal meeting memos, I have redrafted in a different format.

If you or Marianne have any comments on the memos before 3:30 pm, we can make those changes and then send to Lakita for Jane’s book.

From: Besch, Brianna
Sent: Tuesday, October 23, 2018 12:41 PM
To: Smith, Walker <Smith.Walker@epa.gov>; Bailey, Marianne <Bailey.Marianne@epa.gov>
Cc: Finman, Hodayah <Finman.Hodayah@epa.gov>; MacDonald, Ted <MacDonald.Ted@epa.gov>
Subject: Jane Briefing Memo and WHO AQ Conference

Hi Marianne and Walker,

Attached are the draft briefing memo’s for Jane’s briefing on the WHO Air Quality Conference and the US Delegation call (including talking points). If you can, please take a look this afternoon so we can get into Jane’s book tonight.

Thanks,

Brianna Besch
Office of Global Affairs and Policy
U.S. Environmental Protection Agency
202-564-4146
besch.brianna@epa.gov